



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS BRIGADE**  
**UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION**  
Unit 21420  
APO AE 09705-1420

REPLY TO  
ATTENTION OF

ACSH-C

27 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #22, Leaves and Passes

1. References: AR 600-8-10, Leaves and Passes, 15 Mar 06.
2. Purpose. To provide Command Guidance on the Brigade Leaves and Pass policy.
3. Leaves.
  - a. No Soldier or civilian assigned to the command, who has 60 or more days accrued (240 or more hours for civilian) should lose leave at the end of the fiscal year (or calendar year for civilians). Soldiers and civilians should program their leave throughout the year to preclude too many people having to take leave during the last month of the year. Commanders will monitor leave scheduling closely to prevent this.
  - b. Commanders are required to meet minimum manning requirements at all times which means that no more than 10% of the assigned military personnel can be nonavailable, to include out of country leaves, at any time. In addition, leaves for senior grade personnel (E5 and above) must be closely monitored as they directly effect USR readiness rates.
  - c. Under normal circumstances, Soldiers serving on a twelve-month short tour will not be allowed to take more than 30 days leave per year. Additionally, Soldiers will not normally be authorized to take more leave than they have accrued. Soldiers requesting exception to this policy must present valid justification and will be counseled by their commanders. The Brigade Commander reserves approval authority for any leave request in excess of 30 days and for requests for more than 7 days of advance leave.
  - d. Emergency leaves will be handled at company level upon notification through Red Cross channels and telephonic approval of the Company Commander.
4. Passes.
  - a. As defined in AR 600-8-10, Leaves and Passes, a short, non-chargeable, authorized absence from post or place of duty during normal off duty hours is a **regular pass**. Soldiers planning to go 50 miles or more from their place of duty for 24 hours or more during normal off duty hours must submit a request for a mileage pass to the unit commander for approval. The

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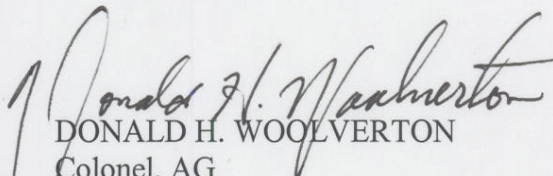
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pass will indicate the Soldier's whereabouts and contact phone number. A local unit form or the leave worksheet can be used. This is not intended to restrict the Soldier's movements, but ensure accountability and safety of Soldiers away from their assigned residence. For example, a Soldier who normally lives at SHAPE and is going to visit a friend in Germany for the weekend, which is his or her normal off-duty time. The Soldier must submit a mileage pass to cover his absence from his place of residence because the location is 50 miles or more away.

b. Commanders are also encouraged to utilize the special pass, three or four day passes, as a motivational tool to encourage or reward outstanding Soldier performances. A three or four day pass is given in conjunction with a weekend (or in the case of shift workers, the scheduled consecutive days off). Special Passes are given at the Commander's discretion. The special pass exempts the Soldier from duty during what would be a normal duty day.

c. Under the oak tree counseling will be signed each time a Soldier goes on leave or pass.

5. Commanders and supervisors are charged with monitoring the leave and pass programs of their Soldiers and civilians to ensure that no one loses leave at the end of the year and to maintain accountability at all times. Commanders and supervisors ensure that this policy is disseminated to every member of the command.

  
DONALD H. WOOLVERTON  
Colonel, AG  
Commanding

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